

U.S. Department of Agriculture
Agricultural Research Service

Please check one:

- Application for Use of Facilities/Grounds
- Application for Easement Deed

Applicant Name: _____ Date: _____

Contact Name: _____

Name of Company/Organization: _____

Address: _____

Please provide the name, address and phone number of the organization or company that has contracted/requested for your services/activity, if applicable:

Date requested for services/activity: _____

Entry Time: _____

Exit Time: _____

Identify site(s) to be used (list at least one specific site).

Itemize equipment needed (i.e., sound equipment, lights, screens, etc.).

Provide detailed description of the activity (the purpose, estimated number in attendance, etc. Be as specific and detailed as possible). Attach additional pages, if required.

Project Description: (Please fill in if requesting Easement only)

Acres _____

Length _____ Width _____

Improvements to be Constructed _____

Scheduled Start: (Please fill in if requesting Easement only) _____

Scheduled Finish: (Please fill in if requesting Easement only) _____

All ARS regulations shall be obeyed. Falsification of any of the above information shall result in immediate cancellation of permission to conduct activity with no refund. Permission is granted for the date and time indicated only and is not transferable. Locations other than those approved may not be used.

I understand and agree to the conditions above and have not falsified any information about this activity.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Approved/Denied _____ Approving Official _____ Date _____

Notification: Security, Area Realty Officer, Scheduling Coordinator

Exhibit 2

SAMPLE FORM ARS-425

AUTHORIZATION TO APPLY FOR AND USE
FUNDS FROM OUTSIDE SOURCES

Modecode/Log Number: 6204-05-05 18290 Status: Active]
Location/Management Unit Name:
WESLACO, TEXAS
THE KIKA DE LA GARZA SUBTROPICAL AGRICULTURAL RESEARCH CNTR
CROP QUALITY AND FRUIT INSECTS RESEARCH

Contact: VACANT Type: Principal Investigator
Series: Telephone: (202) 720-3656

Purpose of Funds: Service Only
Type of Agreement: Trust
Type of Services: Administrative Services

Remarks:
Placement of telecommunications tower on ARS property. \$2000 per year

Source of Funds: Type: USDA
REVOCABLE PERMITS AND EASEMENTS

IPSC: Always Waived

Do you or any full-time resident of your household have any activity of financial interest (dealings) with the Cooperating Organization? NO

Start Date: 10/01/99 End Date: 09/30/04 Duration: 60 (months)

How are funds to be used? ARS FTE: 0.00 Total Proposed: 10,000
Category 1&4 Salaries: 0 Supplies: 0 Equipment: 0
Other Federal Salaries: 0 Travel: 0 RSA: 0
Other Costs: 10,000
Value of Owned or Controlled ARS Buildings & Land Utilized:

AREA ETHICS ADVISOR ONLY:
Confirmation and determination of 'dealings' question responded by SY.
No Dealings, No Conflict

Signature	Recommended A/D Date	Approved Signature	Concurred A/D Date
RL:		!NPL1:	
LD:		!NPL2:	
ABFO:	/ /	!NPL3:	
AD:		!BPMS:	
PAO:		!ADA:	

SAMPLE ACCOUNTING CLASSIFICATION CODE STRUCTURE

MA44000 USDA OFFICE OF THE CHIEF FINANCIAL OFFICER
 NATIONAL FINANCE CENTER
 MANAGEMENT ACCOUNT STRUCTURE CODES
 ARS AD-729C UPDATE

AGENCY: 03 FISCAL YEAR: 00 ALLOCATION HOLDER: 62

ACTION CODE: A USE CODE: 2 ACCOUNTING CODE: 0896201001

STATE: 48 CITY: 1440 COUNTY: 041 MODE CODE: 6062620100000000

DESCRIPTION: USER COLL FEES ACCOUNT TYPE: 02 LIMIT CODE:

PROJECT: PROGRAM PLAN: ACTIVITY CODE:

DO YOU HAVE REC ID2 DATA? (Y/N)

SUCCESSFUL PROCESS

PF1 = MAIN MENU PP5 = REFRESH PF6 = ARS INQUIRY SCREEN
PF8 = NEXT PAGE CLEAR = EXIT

NFC_3270]] DAB\X25\3106016194] PRN]ST

SAMPLE ACCOUNTING CODE STRUCTURE

MA44000 USDA OFFICE OF THE CHIEF FINANCIAL OFFICER
 NATIONAL FINANCE CENTER
 MANAGEMENT ACCOUNT STRUCTURE CODES
 ARS AD-729C UPDATE

AGENCY: 03 FISCAL YEAR: 00 ALLOCATION HOLDER: 62

ACTION CODE: A USE CODE: 3 ACCOUNTING CODE: 0896204120

STATE: 48 CITY: 7330 COUNTY: 215 MODE CODE: 6062620405050000

DESCRIPTION: USER COLL FEE ACCOUNT TYPE: 29 LIMIT CODE:

PROJECT: PROGRAM PLAN: ACTIVITY CODE:

DO YOU HAVE REC ID2 DATA? (Y/N)

SUCCESSFUL PROCESS

PF1 = MAIN MENU PP5 = REFRESH PF6 = ARS INQUIRY SCREEN
PF8 = NEXT PAGE CLEAR = EXIT
NFC_3270]] DAB\X25\3106016194] PRN]ST

SAMPLE FORM ARS-425 BUDGET PAGE TRANSACTIONS

AUTHORIZATION TO APPLY FOR AND USE
FUNDS FROM OUTSIDE SOURCES

Modecode/Log Number: 6204-05-05-18290

Date Entered	FY	Table 78 Code	Accounting Code	Agreement Number	Amount New	Received Carryover
6/21/00	00	6204-120-0904	089-6204-120	57-6204-0-0-0120	2,000	0

Funding Authorization:

IPSC Waived:

How is total amount to be used:	Total Received Amount: \$	2,000
Category 1&4 Salaries:	0 Supplies:	0 Equipment: 0
Other Federal Salaries:	0 Travel:	0 RSA: 0
Other Costs:	2,000	

Comments:

User collection fee for telecommunication tower placement FY 2000

UNITED STATES DEPARTMENT OF AGRICULTURE
ADVICE OF ALLOCATION OF FUNDS

AGENCY NAME AND ADDRESS TO: Area Director, Southern Plains Area Agricultural Research Service 7607 Eastmark Drive, Suite 230 College Station, Texas	AGENCY CODE 03	FUND CODE T5	DOCUMENT NUMBER 01
	EFFECTIVE DATE 10/01/99	FISCAL YR 2000	TREASURY SYMBOL 12X1400
	ACCOUNTING CLASSIFICATION 0896201001		

DESCRIPTION

Revocable Permits and Easement Collections

The funds shown below are budgeted for your programs under this financial activity. If the programs require changes in amounts shown, in total or by quarters/periods, notify the issuing office in writing in advance. Upon approval, the budget office will be advised to effect the required revision. Funds distributed to a lower level should be based on approved operating plans which are within the limitations shown below.

FUNDS ALLOCATED BY QUARTERS

QUARTER ENDING	PRIOR AMOUNT	INCREASE	DECREASE	PRESENT AMOUNT	CUMULATIVE AMOUNT
1 Dec 31					
2 March 31					
3 June 30					
4 Sept 30					
TOTALS					

FUNDS ALLOCATED BY THIRDS

PERIOD ENDING	PRIOR AMOUNT	INCREASE	DECREASE	PRESENT AMOUNT	PRESENT AMOUNT
1 Jan 31					
2 May 31					
3 Sept 30					
TOTALS					

FUNDS ALLOCATED ON ANNUAL BASIS

PERIOD ENDING	PRIOR AMOUNT	INCREASE	DECREASE	PRESENT AMOUNT
3 Sept 30		\$2,000		\$2,000

EXPLANATION

This advice effects the allocation of funds under the following funds and limitation: "In fiscal year 2000, the Agency is authorized to charge fees, commensurate with the fair market value, for any permit, easement, lease, or other special use authorization for the occupancy or use of land and facilities issued by the agency, as authorized by law, and such fees shall be credited to this account and shall remain available until expended for authorized purposes."

These funds are subject to any limitations not specifically noted but contained therein, and are subject to 31 U.S.C. 1301 requiring their use only for the purpose for which they were appropriated. Any deviation from the legislative history should be handled in accordance with reprogramming procedures.

AUTHORIZED SIGNATURE AND TITLE Dr. Floyd P. Horn, Administrator	DATE
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